



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Engineering Services #2 Capitol Square Atlanta, GA. 30334	Application Number	86-71
Application Number		Date Received AUG 15 1986	Date Completed SEP 5 1986
2. Person to Contact Carolyn S. Patterson		Working Title Secretary/ Typist, Senior	Telephone Number 656-6847
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974		5. Records Series Title (followed by title used in office; if different) Engineering Services Highway Project Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Engineering Services is a part of the Commissioner's Staff. The Office of Engineering Services is responsible for plan review of all Federal-Aid projects; Specification writing and review; Development of Final Construction Cost Estimates.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Reviewing plans, specifications, and estimates, and approving final plans Documents relating to: / for Department of Transportation Projects before they are let to contract (Preliminary stages) Included are: Field Plan Review Inspection Reports; Plan Review letters; General Correspondence; Operational Review Inspection Reports; Hydraulic Reports; Special Provisions; File is arranged: Alphabetically by county and chronologically by Highway Project Number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>30</u> ; twenty-five months and older <u>40</u> ? As project approaches letting date is referred to more often			
9. Annual Rate of Accumulation of Records Once awarded & accepted not needed as much. Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 cu. ft.</u>			

X	a. Is this the official copy of the series? If not, where is it? <u>General Files</u>
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed, and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>General Files - This office sends the General Files original copy.</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1*</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*As long as the highway project is active.

(f) Federal-Aid Highway Program Manual, Vol. 1, Chapter 6, Sec. 2 (See Attached)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

RECORD COPY - ORIGINAL DOCUMENTS

Hold in current file area 1 year after final acceptance, then transfer all originals to the General Files area for incorporation in the Department Highway Project files; Destroy remainder of file (reference material) when no longer needed for reference.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8/14/86	Martha B Beck	8/14/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8/4/86
		Secretary of State/Designee	8/22/86
		Attorney General/Designee	8/15/86